

Custodial, Labor and Trades Group  
Custodial and Food Services Series

---

**CUSTODIAL FOREMAN I****CHARACTERISTICS OF THE CLASS:**

Under general supervision, directs the custodial maintenance of an assigned building; and performs related work as required.

**EXAMPLES OF DUTIES:**

Plans schedules and assigns work to custodial personnel in the cleaning of buildings and the care of adjacent grounds and facilities; requisitions, issues and accounts for janitorial supplies and equipment; operates and may perform some general maintenance of the building heating and cooling systems; inspects completed work to determine conformance to accepted practices; instructs and trains new employees; participates in the general custodial functions of the building and may perform many of the more difficult operations.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience: Completion of the eighth grade and at least three years of progressively responsible custodial experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of cleaning methods and procedures; considerable knowledge of cleaning equipment and materials; good knowledge of grounds maintenance practices.

Ability to supervise others; ability to establish schedules of performance; ability to keep records and make reports.

---

Director of Personnel

---

Department Head